

Chapter 32.—Special Rules for Treasuries banking with a Branch of a Presidency Bank.

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678. The following rules for the guidance of Collectors and Treasury Officers and of the Agents and Accountants at the branches of the Presidency Banks in conducting the business of the Government treasuries banking with such branches, include information on most points likely to arise; but in cases of doubt, and as a general rule, the usage hitherto observed at the local treasury will be followed. The term "Collector" includes the officer in charge of the treasury, by whatever designation he may be called.

Accounts.

679. The books and accounts to be kept will consist of—

The scroll cash book, being the primary record.

A daily state, made up for despatch to the Collector.

An account in the general ledger, in the name of the Government of India.

A pass book, to be daily forwarded to and returned by the Collector.

680. In the scroll cash book will be entered all receipts and disbursements on account of Government. The net amount only of documents paid, on which deductions have been made, will appear in this book, and, except in the Madras Presidency, the total of each side will form the daily entries in the general ledger.

Daily Returns.

681. In the daily state such payments and receipts will be classified as may be directed by the Accountant General, in order that their arrangement may fit in with the forms prescribed for accounts kept at the treasuries. The daily states will be written up every day and closed in the usual manner, by showing the balance of the previous and of the current day; and the Agent, having satisfied himself as to their being correct, will docket and forward them, with all the appertaining

Page 281, Article 684, Note.—

In the first line insert the words 'and Delhi' after 'Lahore', and omit the word 'and' after 'Simla.'

[20th List—2.1.18.]

Page 281, Article 684—

Add the following Note :—

NOTE :—At Simla and Lahore, cheques drawn on local banks which have a clearing account with the Bank of Bengal, are accepted in payment of Government dues, but no final acquittance will be given to the payer until the cheques have been cleared.

[10th list—1-10-15.] ~ ~

vouchers, to the Collector, on the morning following the date to which they refer. Except in the Madras Presidency the net amounts of payments only are to be entered, that is, when a deduction is made from the amount of a bill, the daily state will show only the amount paid after deduction, and not the gross amount of the demand.

NOTE.—It is of importance that these documents be secured in a locked box when sent by the Agent to the Collector, in order that there may be no possibility of any alteration or abstraction of any paper before they reach the hands of the Collector.

682. Care will be taken that vouchers sent to the Collector are conspicuously marked by the Agent with the word *paid*. Inattention to this rule might lead to documents being paid twice, in the event of their falling into unscrupulous hands.

683. The pass book will be written up and forwarded with the daily state, the entries being counterparts of those in the treasury account in the general ledger and being certified by the initials of the Agent or Accountant. The Collector after examination of the vouchers will, if he finds the documents correct, attach his initials to the entries on both sides and return the pass book to the Bank.

Revenue Receipts.

684. Any one who has money to pay on account of Government will tender the amount at the office of the Collector, accompanied by a *chalán*, or memorandum of particulars in duplicate (which, if necessary, will be prepared in the office). The officer entrusted with the duty of examining the *chaláns* will, after examination, enter the *chalán* in the appropriate register of *chaláns* issued (see Article 705), and will write on both original and duplicate the word "correct"; he will then affix his initials to the *chalán* with the date, specify the head of account, and return original and duplicate to the payer, who will proceed with them to the Bank. There the money will be received and credited to the proper head of account, and an acknowledgment granted to the payer on the original *chalán*, the duplicate being retained by the Bank and forwarded to the Collector with the daily account. *Chaláns* are valid only for such time, not exceeding ten days, as may be fixed by the Collector; if they are presented after the allotted time, the money will not be received by the Bank until they are re-validated by the Collector.

Receipts of Public Officers.

685. Cash receipts and deposits of the Departments named below will be received at the Bank in accordance with the special rules specified against each:—

Forest	Articles 441-443.
Public Works	" 461 and 464 (a) and 466.
Military	" 469-475 and 491.
Postal	Article 509.
Telegraph	Articles 523-525.

Forms will be supplied to the Bank by the Collector.

Any monthly comparison of receipts between the Departmental and Treasury Officers will be certified by the Treasury Officer under Article 706.

686. In the case of all other departments, fines, forfeitures and other miscellaneous receipts of public officers will be forwarded by them daily to the Bank with a *chalán* in duplicate, describing the several items and the heads under which they should appear in the accounts. One copy of the *chalán* will, as directed in Article 684, be retained by the Bank and forwarded with the accounts of the day to the Collector, and the other returned, receipted, to the public officer for record in his office.

NOTE.—The original *chalán* may be in the form of a book sent daily for signature.

Deposit and Local Fund Receipts.

687. The detailed account of local funds and registers of deposits are in the Collector's, Magistrate's, and Judge's offices, the Bank only receiving the amounts tendered in accordance with Article 684, and crediting them under their proper designation.

Issue of Supply Bills.

688. Intimation will be given to the Bank by the Collector, daily or weekly as may be necessary, of the amount for which, and the rates at which, bills may be granted. The Bank will receive sums tendered for bills and grant acknowledgments for the same, on presentation of which to the Collector, he will issue the bills.

NOTE.—A supply bill is identical in form with an ordinary bill of exchange or draft, and is governed by the laws generally applicable to such instruments.

Issue of Remittance Transfer Receipts.

689. (a) Remittance Transfer Receipts will be issued by the Bank in accordance with the rules in Articles 139 (2), 142, 143, 371—379, 385 and 386. In any case of doubt, the Agent will take the Collector's orders.

(b) An agent has the same authority to cancel, exchange, and issue duplicates of remittance transfer receipts, which is exercised by a Treasury Officer and should follow the same rules (Articles 145—148 and 398—402).

Civil Charges.

690. (a) All charges for salaries, establishments, and contingent expenses of officers of the civil establishments,—that is, Judicial, Revenue, Medical, Education, Police, etc.,—will be presented to the Collector in the first instance for examination. The Collector, if he approves and passes the charge, will enface on the Bill an order to pay a specified amount, which order will be recorded in a register of payment orders issued, and will be numbered, dated, and signed. The bill will

then be returned to the person presenting it, and will be paid at the Bank in accordance with the Collector's order, the Bank being responsible only for strict adherence to this order and for obtaining upon the bill a proper discharge from the payee. This discharge must be in addition to the signature at foot of the bill.

(b) Payment orders are valid only for a time, not exceeding ten days, fixed by the Collector; if presented after the allotted time they will be refused payment by the Bank, until re-validated by the Collector.

NOTE.—A bill for postage and telegraph charges paid in conducting the business of the Government treasury should be submitted monthly to the Collector, duly certified by the agent of the branch bank, and when it is passed, the amount should be debited in account.

691. At provincial capitals civil charges may be drawn on cheques issued by the Accountant General or Comptroller in favour of the payee.

Departmental Payments.

692. (a) The rules regarding the issue of letters of credit and payment against them in the case of each of the following Departments, are contained in the rules specified against them :—

Forest	Articles 445—447.
Public Works	„ 449—453.
Military	„ 477—480 (a) and 482 to 485 and 487.
Postal	„ 511—517.
Telegraph	„ 536—540.

(b) Letters of credit, issued under the rules, may be acted on without further authority, the Agent observing the prescribed limitations.

(c) In cases not covered by letters of credit, the Agent will act only on payment orders signed by the Collector.

NOTE.—Where funds under a letter of credit are required only at head-quarters, the original letter of credit may be passed on by the Treasury Officer to the Bank Agent; but if funds are required both at the head-quarters and at a sub-treasury, the Treasury Officer will retain the letter of credit and will advise the Bank of the amount to be drawn against at head-quarters.

Refunds.

693. Refunds of revenue, fines, etc., will be made by the Bank on bills bearing a payment order signed by the Collector, as in Article 690.

Discount on Sale of Postage and other Stamps.

694. Discount on sale of postage and other stamps is allowed by deduction from the amount paid in by the purchaser. The net amount will be received and brought to account under Article 684, the receipted chalan being the payer's authority for receipt of the stamps from the Collector.

Interest on Public Debt.

695. Government Promissory Notes, on which interest may be due, will be presented to the Collector of the district, who, having made the

necessary examination and record under Chapter 13 of this Code, will give the holder an order on the Bank in the following form:—

PAY TO _____
 Rupees _____, being interest
 for _____ half-year at _____ per cent. due on Government Promissory Note No. _____
 of _____ for Rupees _____.

Collector.

Deposit Repayments.

696. (a) Repayments of deposits standing at credit of individuals in the Collector's or Magistrate's or Judge's accounts will be made on the order of the officer on whose registers they are, and by whom the usual check registers will be kept. Persons claiming repayments of such deposits must therefore apply to the officer who received them, who, after examining the check register and making the necessary record, will give the applicant an order for payment at the Bank. A Magistrate's or Judge's order must be taken to the Collector for counter-signature before being presented at the Bank, unless the Bank keeps a personal ledger account for the deposits of each Court.

(b) Each Court should duly intimate from time to time to the Bank the amount of lapsed deposits to be deducted from the Personal Ledger Pass Book.

Bill Payments.

697. Supply bills and remittance transfer receipts drawn upon the treasury are advised to the Collector, who passes on the advice to the Agent. The advice lists shall be kept carefully under lock and key and should be bound up together at the end of the year. The bills may be paid on presentation and *without further special authorization*, in accordance with the rules in Chapter 21, Articles 390—393 and 397, so far as applicable, provided that they are presented before the end of the third account year after that in which they were issued.

Remittance of Coin.

698. Remittances from Branch Banks are made under the orders of the Collector on receipt of instructions from the Accountant-General or in accordance with standing orders. The rules regarding packing and despatch of remittances in Articles 643 to 649, 652, and 656 to 659 should be observed by the Branch Banks; but in the absence of special arrangements to the contrary made with the Agent, the Collector should arrange for the actual conveyance and escorting of the remittances. The power to sanction the entertainment of extra potdars vested in the District Officer by Article 664 does not apply to Treasuries where there are Branch Banks. No extra potdars should accordingly be entertained by such treasuries at the cost of Government without the sanction of the Accountant General.

699. The following rules are to be observed in the testing of remittances of coin made to Agents of the Bank from Government treasuries.

Page 284, Article 697—

Substitute the following for the first sentence of this Article :—

“Supply Bills and Remittance Transfer Receipts drawn upon the treasury are advised to the Agent direct.”

13th List—1.4.16.

Article 700, page 285—

Cancel the number “ 619 ” in line 3.

They should be fully explained to the potdars in the charge of every remittance made to the Bank:—

- (a) Weighment of boxes must be made, when practicable, on receipt of a remittance from a mofussil treasury. The result of this weighment must be entered on the receipt given to the officer or potdar delivering over the remittance.
- (b) All treasure remittances from the mofussil will be examined in a room separate from the general business, or if a separate room cannot be made available, some distance apart from the general business.
- (c) The contents of each bag are to be emptied into another and passed through the scales.
- (d) Mofussil potdars must see that the index of the scales is steady before the contents are thrown out.
- (e) The treasure is then to be secured in separate chests and kept distinct from other treasure, under the joint keys of the Bank's Agent and of the mofussil treasurer's agent, until regularly examined and brought to account.
- (f) Nothing must intervene between the mofussil treasurer's agent and the Bank's examining potdars, so that an uninterrupted view may be obtained by the mofussil agent of the examination of the treasure in his presence. The mofussil treasurer's agent should sit within the railed enclosure along with the Bank's examining potdars.
- (g) Upon completion of examination of a remittance, light coins should be weighed against full-weight coins and a certificate of the result granted on the spot to the mofussil treasurer's potdar.
- (h) Weighing and examining a remittance must be conducted separately not simultaneously; the one must be completed before the other is commenced, unless when two potdars are deputed to represent a treasury.
- (i) If the work of weighing or examining be not finished within the day, all bags not finally taken over by the Bank will be placed in chests under double keys, the one to be retained by the mofussil treasurer's agent, the other by the Bank's authorities.
- (j) The Bank potdars who commence weighing and examining a mofussil remittance must continue at the same duty until completion of the examination of the remittance, or such portion of it as has been taken over for examination; their places must not be filled by others unless through unavoidable sickness.
- (k) When a remittance is not accompanied by a potdar, the examination will be proceeded with by the Bank's officer in usual course. But in such cases the Bank Agent must ask the Collector to depute a subordinate to be present at the examination, and to see that it is carried out by the Bank with sufficient precautions. The Collector should depute for the purpose a subordinate of some standing and not a low paid clerk.
- (l) The mofussil potdars, or agent, must, before finally leaving the Bank, sign, in a book kept for the purpose, a memorandum of the uncurrent and spurious coins and of any deficiency found after examination of their respective remittances.
- (m) Should mofussil potdars or agents find any of the above rules not complied with, or should impediments of any kind be placed upon a free and open scrutiny of the proceedings during the examination by the Bank's officers or potdars, they are immediately to report the same to the Bank's Agent.

Miscellaneous.

700. The rules regarding receipt and issue of coin and currency notes so far as they concern the Bank Agents will be found in Articles 566 to 598 of Chapter 29 and Articles 606, 607, 610, 616 (1) and (2), ~~619~~ and 625 of Chapter 30.

701. The following annual returns will be sent by each Agent to the Accountant General:—

- (1) Before 10th January, a statement showing the amount of cash and the value of each denomination of currency notes held by him on December 31st.

- (2) Before 10th April, a statement showing the balance at credit on 31st March of each Government officer who in his public capacity has a separate account. This should include the accounts, if any, of Military and Public Works officers.

702. The Bank will be kept open for the transaction of the treasury business on all recognised holidays, if so required by the District Officer.

Accounts with Government Officers.

703. The following are the rules for Government officers who require to keep a banking account. These rules do not, however, apply to the banking of ~~of~~ Regimental Funds, which may be lodged with any bank with the sanction of Controller of Military Accounts, or ~~Deputy Controller of Military Accounts in independent charge~~. Such accounts must be kept with a Presidency Bank or a branch of a Presidency Bank, or, where there is no such Bank, then with any other Bank, but in the latter case the money will be at the personal responsibility of the officer concerned, in the same way as if it were kept in his private custody:—

I.—No officer of Government may have an account in his public capacity with any bank without the previous sanction—

- of the Accountant General for Railways, if he is an officer under the Railway Department;
- of the Controller of Military Accounts, or ~~Deputy Controller of Military Accounts in independent charge~~, if he is a Military officer;
- of the Civil Accountant General or Comptroller, in other cases.

II.—The permission will be given in the following cases:—

- (1) For the moneys and accounts of private or public institutions which are financially independent of Government, and for which Government is not financially responsible, e.g., dispensaries, grant-in-aid schools.
- (2) For moneys raised by voluntary subscription for any public or quasi-public purpose.
- (3) To Political Officers for moneys in respect of which they have transaction with Native Chiefs; but not for moneys employed in the ordinary course of public service.

III.—The permission must not be given in the following cases:—

- (1) Where the money lodged in the private account is drawn from the Government treasury for expenditure upon public account, or is received in order to be paid into the Government treasury, either as revenue or as deposits.
- (2) Where the money forms part of a balance of an account submitted to the Account Department, or the receipts or outgoings are transactions of which the officer is bound to render an account to the Account Department.
- (3) Where the money, by law or any order of Government or of a Court of Justice, must be deposited with, or held in trust by any officer of Government in his official capacity.
- (4) Where the money is advanced for contingent expenditure, or, under the rules of the Public Works Department, for Civil Officers for Public Works expenditure.

IV.—Other cases will be decided upon their merits, the principle to be observed being that no transaction of receipt or payment in which Government is concerned should occur otherwise than as a receipt or payment at a Government treasury, except upon some definite ground of convenience to the public service. The personal convenience of the officer charged with the duty of making receipts or payments is not a ground for permitting an account to be opened with a bank.

V.—Private and Military Secretaries to Governors and Lieutenant-Governors are exempted from the above rule. Secretaries to Governments may sanction accounts in their own name, in an order of which a copy must be communicated to the Account Officer concerned, and which should state the nature of the moneys kept in the account.

Article 703, lines 4 and 5, page 286—

For the words “Controller of Military Accounts, or Deputy Controller of Military Accounts in independent charge” substitute “the Controller of Military Accounts.”

Article 703-I, item (2), page 286—

For the words “Controller of Military Accounts, or Deputy Controller of Military Accounts in independent charge” substitute “the Controller of Military Accounts.”

R. A. GAMBLE,

Comptroller and Auditor General.

VI.—The following officers are also exempted from these rules, viz., Administrator General, Official Trustee, Official Assignee, Official Receiver, Sheriff, Government Solicitor, Madras, Solicitor to the Government of India, and Account Officer, High Court, Original Side (including an Accountant General of a High Court where there is one).

Additional Rules for District Officers.

Registers of Chaláns issued and Orders for Payment.

704. The above rules state in what cases the Bank receives or pays money without the previous order of the District Officer and in what cases the previous order of the District Officer is necessary. It is also prescribed that the District Officer must maintain two registers in which to note these orders, viz., a register of chaláns issued and a register of orders for payment. The former of these may be worked by departments, the chaláns of land revenue being passed and registered by the Land Revenue Department of the District Officer's Office, those of excise revenue by the Excise Department, and so forth.

Daily Posting of Accounts.

705. When the daily state with the chaláns and vouchers is received from the agent, the account will first be examined against the chaláns and vouchers which support it. Then the vouchers which have been already approved and registered by the District Officer will first be marked off in the register of chaláns issued and of orders for payment, that is, the date of discharge will be noted against the entries of them in those registers. Then each item of receipt or payment will be posted from the daily state, with its chaláns and vouchers, into the cash book, either direct or through some subordinate register, in the same way as is prescribed to be done by the account department of treasuries which do not bank with a Presidency Bank.

NOTE.—In this process the vouchers must be numbered and arranged according to the register in which they are entered, as the number of the payment order cannot serve also as the number of the voucher in the actual accounts.

Advices and Certificates.

706. The advices of receipts or payments which, according to any rule, have to be sent to public officers or departments, and consolidated receipts or certificates of receipts or payments required by any rule to be given to any public officer or department should be prepared in the treasury, and not in the bank, as the point to be advised or certified is not that the money has been received or paid at the bank, but that the receipt or payment has entered the treasury accounts.

Treasury Returns.

707. All treasury returns, with the exception of those the bank is instructed to furnish in this chapter or under express orders of the Accountant General, should be prepared in the treasury and not in the bank.